

**JOB TITLE:** Seasonal Laborer  
**DEPARTMENT:** Dept. of Public Works

**GRADE:** H-3  
**DATE:** February 2012

*The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.*

**DEFINITION:**

Manual work of an unskilled or semi-skilled nature in building maintenance, repair or renovation, municipal facility and properties, Related work as required.

**SUPERVISION RECEIVED:**

Works under the direct supervision of one of the division superintendent or designee.

**SUPERVISION EXERCISED:** None

**DISTINGUISHING CHARACTERISTICS:**

1. Performs a variety of routine and repetitive tasks with work checked during progress and upon completion for satisfactory performance;
2. Acts as helper in assisting maintenance personnel and skilled workers in any area of public works operations, makes few contacts beyond immediate associates;
3. Errors can result in personal injury.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*

**EXAMPLES OF WORK: Including but not limited to:**

1. Dependent upon assignment to division, duties can include and not be limited to any of the following:
2. Performs grounds person duties in tree trimming and removal programs, loading branches and debris.
3. Performs rough handy work in painting or similar activities,
4. Custodial duties;
5. Rakes leaves, mows and rakes grass; trims shrubbery.
6. Sweep and remove material in street or sidewalk cleaning programs.
7. Occasionally operates light motorized equipment or uses specialized tools.
8. Cleans swimming pools, maintains filter and pool water quality by performance of testing and appropriate chemical additive.
9. Maintain adjacent pool areas and equipment through prescribed procedures.
10. Trash removal.
11. Ability to work well with others, stays on task, and takes direction from Supervisors.
12. Must have regular and predictable work attendance to fulfill the essential functions of the job
13. Ability to drive a town vehicle; have a good driving record
14. Performs other related duties as assigned or requested.

**DESIRABLE QUALIFICATIONS:**

**Training and Experience:** High school graduate or GED equivalent. Minimal experience in performing manual labor; Ability to comply with Massachusetts General Laws relative to use of motorized equipment.

**Knowledge, Ability and Skills:** Ability to lift heavy materials and to work continuously under varying weather conditions. Ability to understand and follow oral instructions. Ability to use hand tools and operates less complex power equipment.

**SPECIAL REQUIREMENTS:**

Valid state driver's license issued by the Registry of Motor Vehicles.

Possession or qualification of any of the following desired:

Certified pool operator, CPR, First Aid

**TOOLS AND EQUIPMENT USED:**

Various types of hand tools, power tools, telephone, and light motorized equipment, specialized tools, and lawnmower.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is often required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. Strenuous physical effort in bending, lifting or carrying equipment, tools and materials is frequently necessary.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, all seasons. The employee is frequently exposed to wet and/or humid conditions. May be exposed to dust and pollen.

The noise levels in the work environment are usually moderately loud indoors and moderate to loud in the field.

Revised: January 1996

Revised: August 2000

Revised: February 2012